

**MINUTES OF THE
KEEP ABILENE BEAUTIFUL BOARD
April 10, 2019 Meeting, at 12 p.m.
City Hall – Basement Conference Room
555 Walnut Street, Abilene, Texas**

OFFICERS PRESENT

Ashton Anderson, President-Elect
Brandon McAuliffe, President
E’Lisa Smetana, Secretary

OFFICERS ABSENT

None

BOARD MEMBERS PRESENT

Della Beasley
Dr. Tobi Popoola
Erma Rodriguez

BOARD MEMBERS ABSENT

Jamie Dalzell
Sylvia Holcomb

KEEP ABILENE BEAUTIFUL STAFF

Paige Schneider, Stormwater Education & KAB Coord.

ADVISORY MEMBERS PRESENT

Kelley Messer, First Assistant City Attorney

COMMUNITY PARTNERS

None

GUESTS PRESENT

PJ Sumner, WCTCOG

Item I:

Call to Order.

Mr. McAuliffe called the meeting to order at 12:07 p.m. A quorum of board members were present.

Item II:

Minutes

Approval of the Minutes from the March 13, 2019 meeting.

Dr. Popoola asked that we change Mr. to Dr. in regards to his name. *Motion to approve the meeting minutes with the change was made by Mr. McAuliffe and seconded by Ms. Rodriguez. Through roll call, motion carried unanimously.*

Item III:

Agenda Items

1. March Treasurer’s Reports.

Updated Financial Reports provided by Ms. Schneider were included in the packets for March 2019. A summary of those are listed below.

Current Bank Account Balance (as of February 28, 2019)	\$ 53,725.43
Accounts Receivable *outstanding	Fundraising \$284.17, Interest \$.93, Project donations \$2,800
Expenditures/Checks Written * outstanding	\$145.50 (Advertising/Promotional), \$480.00 (Annual Dues)
Current Bank Account Balance (as of March 31, 2019)	\$56,185.03

Discussion was held on the Treasurer’s Report. *Ms. Smetana made a motion to accept the Treasurer’s report as presented and it was seconded by Dr. Popoola. Through roll call, motion carried unanimously.*

Mr. Anderson joined the meeting at 12:20 pm.

2. Election for New Treasurer.

Mr. McAuliffe announced that KAB needs a new Treasurer following the resignation of Ms. Fullerton. He asked for nominations from the floor. There were two nominations: Dr. Popoola and Ms. Beasley. After discussion and hearing from both applicants the vote was held. The outcome was 5-1 in favor of Dr. Popoola. *Mr. McAuliffe thanked both candidates for their interest and announced the election of Dr. Popoola as the new Treasurer.*

3. Request to Approve Funds.

a. Limited Funds Available for Short Notice Purchases –Ongoing

Ms. Schneider stated that she is asking for a Petty Cash fund for emergency purchases. Discussion was held. **Mr. McAuliffe made a motion to allocate \$200 for a Petty Cash fund to be used for emergency purchases and further amended his motion to require dual signatures from the Treasurer, President, or President-Elect and this was seconded by Ms. Rodriguez. *Through roll call, motion carried unanimously.***

b. KAB Sales Tax – Ongoing

Ms. Schneider said that the sales tax is paid quarterly to the Texas Comptroller for any goods or services sold. This will be due on April 22 in the amount of \$33.24 or if paid on-line by card it would be \$34.24. Discussion was held about the two free tax days that we get a year for our sales. **A motion was made by Mr. Anderson and seconded by Mr. McAuliffe to allow the Treasurer to pay as needed in the future. *Through roll call, motion carried unanimously.***

c. Cleanup Supplies

Ms. Schneider said that more trash grabbers are needed. She received one bid for \$1.25 each from Qwik-Pik Economy. She is requesting the purchase of 400 grabbers for a total of \$500. **A motion was made by Ms. Smetana to allow up to \$500 for the purchase of the clean-up supplies and it was seconded by Dr. Popoola. *Through roll call, motion carried unanimously.***

d. Love Where You Live T-Shirt Reorder

Ms. Schneider stated that the “Love Where you Live” T-shirts are selling well and we are out of the smalls and extra-large sizes. We have sold \$555 total sales (\$375 through Candies by Vletas). She said that we have 43 remaining out of the 100 we ordered. She said they are not for sale at the Embroiderette yet but she plans on getting with them soon. Additional discussion was held. **Mr. McAuliffe made a motion to purchase 15 small and 35 extra-large t-shirts (50 total) and it was seconded by Ms. Beasley. *Through roll call, motion carried unanimously.***

4. Request for Assistance – Swenson House (Continued).

Mr. McAuliffe made a motion to remove this item from the table and it was seconded by Ms. Beasley. *Motion carried unanimously.*

Ms. Schneider said that the Swenson House was asking for \$500 for a project to install five cubic yards of decomposing granite. This item was from November of last year. Mr. McAuliffe gave some background on this item. It had been tabled pending more information on a previous project that was awarded to the Swenson House and the sign in recognition of Keep Abilene Beautiful’s partnership that was to have been included with that project. Mr. Anderson stated that it was very clear in the motion from October of 2017 when the original \$2,000 was awarded that KAB was to be recognized with a limestone plaque and the plastic sign shown doesn’t meet those

requirements. **A motion was made by Mr. McAuliffe and seconded by Ms. Beasley to deny the request for funds. Through roll call, motion carried unanimously.**

5. Annual Awards

a. Request to Purchase Awards

Ms. Schneider stated at the last meeting the Board awarded the projects but still need to purchase the actual awards. The cost of the awards are \$94 each and we will need three of them. Also shipping will be \$22 so a total cost is needed of \$304. **A motion was made by Ms. Smetana to authorize up to \$304 for the purchase of the awards and it was seconded by Mr. McAuliffe. Through roll call, motion carried unanimously.**

b. Recognition Plan

Ms. Schneider asked how the board wants to award them. She said in the past we used a Saint Patrick's Day event but we had also previously discussed going to the places of business to award. **Ms. Smetana made a motion to go to the businesses to present the award and it was seconded by Mr. Anderson. Through roll call, motion carried unanimously.**

6. Redesign and Reappoint Board Committees

Mr. McAuliffe discussed who was on the Executive Committee. Ms. Schneider said that there are currently three standing committees: the Executive Committee, the Event Committee, and the Fundraising Committee. She also said that the Board had discussed maybe adding a Marketing/Advertising Committee and/or a Grant/Awards Committee.

Nominations was solicited for the various committees.

A motion was made by Mr. Anderson and seconded by Mr. McAuliffe to add a Grants and Awards Committee. Through roll call, motion carried unanimously.

A motion was made by Mr. McAuliffe and seconded by Mr. Anderson on the following members for the Event Committee: Ms. Rodriguez, Ms. Beasley, and Mr. McAuliffe; and for the Grants and Awards Committee the members were Mr. McAuliffe, Dr. Popoola, and Ms. Beasley. Through roll call, motion carried unanimously.

A motion was made by Ms. Beasley and seconded by Dr. Popoola that the Fundraising Committee be changed to Fundraising & Marketing Committee and membership in that would be Mr. Anderson, Ms. Holcomb, and Ms. Smetana. Through roll call, motion carried unanimously.

7. Review Proposed KAB Membership and Sponsorship Program

Ms. Schneider stated that information has been provided on the new membership and sponsorship program. She asked for any changes to the documents. Ms. Smetana went over the thoughts behind the documents which is one to increase membership and two to get more volunteers interested in KAB. She then discussed both programs in detail. Ms. Schneider and Mr. Anderson volunteered to come up with a spreadsheet to track these programs. It was discussed that the membership would run for a year and that only monetary donations would be included (not in-kind). It was suggested that each board member join as a Keep Abilene Beautiful Friend for \$25. **A motion was made by Ms. Beasley and seconded by Dr. Popoola to approve the programs as presented. Through roll call, motion carried unanimously.**

8. Clay Shoot Update and Discussion.

A motion was made by Mr. McAuliffe and seconded by Ms. Beasley to move the Clay Shoot discussion to the Event Committee and have them bring back a summary report. Through roll call, motion carried unanimously.

9. Updating Old KAB Trash Cans and Signage.

Mr. McAuliffe stated in the interest of time this item would be on the next agenda.

10. Presentation on Council's Rules of Procedure.

Mr. McAuliffe stated in the interest of time this item would be on the next agenda.

11. Coordinators Report.

Ms. Schneider gave an update on the programs.

a. Program Updates –

i. Monthly Program Report – It was included in the packet of materials. She would like to start doing a monthly blog. She will start an on-line Google Drive that will have the documents for the meetings. They will be working on rejuvenating Keep AISD Beautiful.

ii. Update on Submitted Bylaw Changes – Change from 9 to 11 board members and various other changes were approved.

iii. Stadium Signs (Continued) – Still working on this item.

iv. Possible Internship Interest – Will be on the next agenda

v. Board Openings – We have 3 openings and at least 5 applications on file. We are waiting on Mayor's appointments.

b. Upcoming Programs

i. Trash-Off – Will be the whole month of April. The zoo gave us 10 guest passes to use as raffle items.

ii. Kirby Lake Cleanup - Will be from 8-11 am. Will be watching the weather in case they have to cancel.

iii. Downtown Cleanup – Leadership Abilene – Partnering with Leadership Abilene.

iv. Outdoor Adventure Day

v. KAB Clay Shoot

vi. Keep Texas Beautiful Conference

12. Governor's Community Achievement Award

Ms. Schneider said the next committee meeting is April 16th at 9:30 am.

13. Community Projects

Ms. Schneider said there are community projects in the future pertaining to lighting and a possible mural at Pine Street Underpass and the Lincoln Middle School potential Heritage Square.

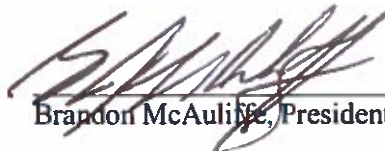
14. Public Comments

None at this time.

Item IV: Adjournment. The meeting was adjourned at 1:34 p.m.



E'Lisa Smetana, Secretary



Brandon McAuliffe, President